



Town of Wyoming

Job Description

Maintenance

Purpose:

To provide a diverse range of general services in regards to the daily maintenance of all Town of Wyoming buildings, open space and streets while performing duties that involve routine tasks and maintenance on grounds, streets, park, buildings, and/or shop while also maintaining professional, prompt and courteous customer service, time management and organizational skills.

Grounds Maintenance:

- Mow grass with zero-turn and push mower
- String trim around trees, bushes, flower beds, structures, etc.
- Blow clippings from streets & sidewalks
- Edge all town-maintained sidewalks
- Weed control (streets, curbs & parking lots)
- Maintain flower beds in open space areas (weeds, mulch, replace plants, etc.)
- Trim trees and bushes
- Gather and removal of leaves
- General clean-up of debris after storms
- Inspect trees, bushes, plants on town properties for dead or broken limbs
- Removal of snow from town-maintained sidewalks and parking lots
- General repairs to grounds (fill in holes, cover roots, repair fences, etc.)

Park Maintenance:

- Unlock and clean bathrooms
- Restock bathroom supplies
- Empty all trash containers in park
- Turn mulch and rake playground areas
- Add mulch to playground areas as needed
- Inspect and maintain playground equipment
- Clean and maintain charcoal grills
- Pick up trash from park grounds, streets and parking lot
- Inspect, repair or remove picnic tables
- Power wash bathrooms and pavilion(s)

Street Maintenance:

- Street signs (install new, repair, or replace damaged signs and posts)
- Inspect and clean storm drains
- General clean-up of debris after storms
- Painting of curbs, parking spaces, handicap areas, etc.
- Street sweeping
- Removal of snow from town-maintained streets
- Maintain curb and sidewalk surfaces
- Remove signs, poster, etc. from telephone poles and street signs from past events

Building Maintenance:

- Paint (interior and exterior)
- Patch, spackle, and sand drywall
- Clean outside of windows
- Pressure wash exterior of buildings
- Clean out and repair gutters
- Hang or remove items from town buildings
- Perform minor electrical work
- Perform minor plumbing work
- Perform minor carpentry

Shop Maintenance:

- Maintain inventory on tools, equipment, and supplies
- Maintain shop, office and bathroom clean and organized
- Wash vehicles and equipment
- Perform basic vehicle maintenance (bulbs, blades, fluids, etc.)
- Perform basic power equipment maintenance (fluids, plugs, sharpen blades, etc.)
- Properly care for, use, and maintain hand tools (paint, varnish, repair, etc.)

Miscellaneous Maintenance:

- Attend monthly safety meetings and department meetings as required
- Remain up-to-date and informed as to current practices of job related functions
- Properly display and care for national, state and local flags
- Assist in putting up and taking down of seasonal decorations
- Deliver refuse bins to residents
- Pick up supplies for town office
- Post town meeting agendas, public hearing notices, and other documentation
- Store and retrieve requested items by town office
- Assist Peach Festival committee with set up and tear down
- Communicate to appropriate party to have yard waste roll off dumpster emptied
- Perform appropriate steps to clean up, mow, board up, etc. on nuisance properties

General Duties

- Cooperate with other people within the town and other department personnel in completing assigned tasks
- Work with other people that may be contacted in an agreeable manner
- Display the necessary initiative and dependability to work alone or in groups
- Perform all duties in a safe and professional manner and in accordance with department policies and procedures
- Ability to lift 50 pounds
- Ability to work in all weather conditions
- Ability to follow and apply safety rules and regulations for job assignments and equipment used
- Other related duties as assigned

Employee Signature

Date